



## **INSTITUTIONAL REVIEW BOARD**

### **Request for Renewal of an Approved Research Project**

#### **Form Instruction Guide and Checklist**

The Request for Renewal of an Approved Research Project form is a Microsoft Word document that allows information to be typed directly into the form or copied and pasted from another document. Information submitted for each section of the form should follow any format requirements specified and should be thorough and complete. No part of the form should be altered or deleted.

#### **RESEARCH PROJECT**

Complete the Research Project section of the research project request:

- Insert the project title
- Indicate the source of funding for the research project. If the research project is unfunded, please indicate "Unfunded."
- Insert the OCU IRB number.

#### **PRINCIPAL INVESTIGATOR**

This section identifies OCU faculty, staff, and associated parties that are applying to conduct a research project. This section is not to be used when the research is being conducted by a student researcher.

#### **STUDENT RESEARCHER**

This section identifies OCU students applying to engage in a research project.

#### **FACULTY SPONSOR(S)**

A member of the OCU faculty must sponsor all student-initiated research. This may be a faculty research mentor, thesis chairperson, and a dissertation committee chairperson. More than one faculty member may sponsor Student-initiated research, and in those cases, this section of the research project request can be duplicated as necessary.

#### **RESEARCH STATUS**

Check the most appropriate box that describes the status of the research project. Please explain if the enrollment of research subjects is planned, ongoing, or if enrolled subjects are undergoing any research procedures or activity.

## **PROTOCOL CHANGES**

Respond to the two questions by checking the appropriate response.

**NOTE: If changes were made without the approval of Oakland City University's Institutional Review Board (IRB), immediately SUSPEND modified procedures and contact the IRB at (812) 749-1431 or [irb@oak.edu](mailto:irb@oak.edu).**

## **SUBJECT WITHDRAWALS**

How many subjects have withdrawn, and why? This includes subjects who consented but were determined ineligible, left voluntarily, or were withdrawn by principal investigators, co-investigators, and/or student researchers. Please explain or put "N/A."

## **RISKS & BENEFITS**

Are you aware of any new information that could affect the risks or benefits to subjects or influence their willingness to continue in the study? Please explain or put "N/A."

## **COMPLAINTS**

Are you aware of any complaints that have been received about the research project? Please explain or put "N/A."

## **SIGNATURES**

The signatures of the principal investigator, the student researcher, and/or faculty sponsor(s) are provided.

All signatures affixed to the Request for Renewal of an Approved Research Project must be true and actual signatures unless utilizing an electronic signature software such as Adobe Sign, DocuSign, or similar software. Inserting text utilizing a unique font in Microsoft Word to resemble a signature is not authorized.

Faculty and staff researchers should prepare the Request for Renewal of Approved Research Project, sign the Request for Renewal of Approved Research Project, and submit the request to [irb@oak.edu](mailto:irb@oak.edu).

Student researchers should prepare the Request for Renewal of Approved Research Project and sign the Request for Renewal of Approved Research Project before submitting the request to their faculty sponsor. Once the faculty sponsor approves of the Request for Renewal of Approved Research Project and signs the request, they will return the Request for Renewal of Approved Research Project to the student researcher. The student researcher will then submit the request packet to [irb@oak.edu](mailto:irb@oak.edu).

## **INSTITUTIONAL REVIEW BOARD APPROVAL**

The signature of the OCU IRB administrator or committee member will be provided upon the approval of the new research request.

Note: Template areas presented in the red font can be deleted upon the completion of the form.